

Procedure No. 4-08

COMPUTER DATA BACKUP AND STORAGE

Overview

The objective of this backup and storage procedure is to minimize the risk of losing valuable data files due to accidental operator error, malfunction of the office computers, fire, flood, burglary, earthquake, and other catastrophic conditions. This procedure will also minimize the time required to reconstruct any data files that are lost for whatever reason.

The following data files are to be copied and stored: weekly timesheets; word processing and spreadsheet files of documents in process and those requiring future revision; confidential audit data or worksheets; critical user files; final audit report; staff training records; and other pertinent data as deemed appropriate.

Procedure (Weekly Cycle)

Audit and Administrative Staff	<p>Save all files that need to be transferred to a CD-ROM in a designated "CD-ROM" directory.</p> <p>Save all other files that need to be saved in the server disk drive and back-up tape in the designated "Data" directory.</p>
Network Technician	<p>Copy all the files in each CD-ROM directory into a CD-ROM. Make a duplicate of the CD-ROM.</p> <p>Copy all files in the "Data" directory in a back-up tape.</p> <p>Label the CD-ROMs and give one CD-ROM to the staff; store the copy in the Office safe.</p> <p>Label and store the back-up tape in the bank safe deposit box. (Stores off-site at least three backup tape generations.)</p>
Audit and Administrative Staff	<p>Review the CD-ROM and make sure that all the files are copied and that the CD-ROM is properly labeled. When satisfied that all files have been copied, delete the files from the "CD-ROM" directory.</p>